



A PARTNERSHIP OF PROFESSIONAL ASSOCIATIONS  
ATTORNEYS AT LAW

## MEMORANDUM

**TO: ALL CLIENTS**

**FROM: KLAUSNER, KAUFMAN, JENSEN & LEVINSON**

**RE: COVID 19 MESSAGE - SOCIAL DISTANCING UPDATE #3**

**DATE: APRIL 7, 2020**

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To continue to keep everyone safe, our office will remain in remote operation at least through the end of April, and perhaps later as public safety needs dictate. Remember you can contact any of us through the office phone line 954-916-1202 or via email.

With regard to meetings, Governor DeSantis has suspended the requirement that a quorum be present in the public meeting place. This allows Pension Boards of Trustees to meet via video or telephone conference. Our lawyers have been meeting with Boards using these methods and they have been very well received. Our office has the capability to host both video and telephone conferences with you through a wide variety of programs. If you have questions, please call to discuss.

Some questions have come up about using a remote signature application. We are researching the most secure way to get this done. We believe that it can be effectively used for the Administrator and Board of Trustee members to get payments made and money invested, provided that the Custodian will accept this method of authorization. Verified email addresses for Participants and two factor authentication can be useful when dealing with known Participants. The situations which cause the most concern are vested terminated Participants who are approaching the Board for the first time and joint annuitants and beneficiaries of deceased pensioners who are unknown to the Board or Administrator. If you do use a program that allows for electronic signatures, please talk to your information technology providers for the best way to use the program. If you have legal questions, please call us to discuss.

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We are experiencing some delay in getting IMEs set for the disability applications and so we continue to think that it will take longer than normal to process disability applications, at least until the end of May.

We continue to be committed to serve your needs during this crisis and to do our best to protect the retirement benefits of our nation's public servants. To all of you and your families, we wish good health and safety.